

COMMUNITY RELATIONS DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. Directs and oversees the following divisions: Communication and Media Relations, Government Relations, Neighborhood Services, and Mayor and City Council staff. Serves as managerial liaison with the Tempe Community Council (TCC) and provides highly responsible and complex administrative support to the City Manager.

Supervision Received and Exercised:

Receives direction from the City Manager.

Exercises supervision over professional, technical and administrative staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Direct and oversee the City's Communication and Media Relations Division; Government Relations Division; Neighborhood Services Division; and Mayor & City Council staff; also, participate in all facets of community and public relations including and not limited to citizens; neighborhood and special interest groups; employee groups; other state, local, and federal governmental agencies; and media relations.
- Develop, plan, and implement Departmental goals and objectives with Division Directors; recommend and administer policies and procedures; assist Division Directors in establishing division goals and objectives.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

CITY OF TEMPE

Community Relations Director (continued)

- Provide administrative support and technical advice to the senior management staff and Mayor/City Council; assist with special projects as assigned; prepare complex and sensitive reports; represent the City and respond to and resolve difficult and sensitive media and citizen inquiries and complaints.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Prepare the departmental budget; assist in budget implementation; participate
 in the forecast of additional funds needed for staffing, equipment materials,
 and supplies; administer the approved budget.

Minimum Qualifications:

Experience:

Seven years of increasingly responsible public relations, government relations, program administration, and public policy and research experience including two years of supervisory and program development responsibilities.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, public relations, business administration, or a degree related to the core functions of this position. A Master's Degree in public administration, public relations, or communication is highly desirable.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 035

Status: Exempt/ Unclassified